

**Trumbull Emergency Medical Service
Commission Meeting
August 23, 2011**

Present: Vi Watson, John Butkus, Dominick Rutigliano, Barbara Crandall

Absent: Joseph Rodriguez, Shelley Ralsten, Philip Lukianuk, Louise Evans

The meeting was called to order at 7:19pm. The minutes of the June 28, 2011 were read by John Butkus. Approval of minutes deferred to the next meeting due to lack of quorum. Vi Watson questioned the status of the EMD cards. Barbara Crandall reported that a meeting is scheduled for August 29, 2011 with the Sponsor Hospital EMS Coordinators to review the changes and then the cards would be presented to the Medical Directors for approval.

Commissioners' Reports: No reports

Chairman's Report: No report

Chief's Report: Barbara Crandall gave updates on the following:

1. Budget – Budget report was reviewed from the end of fiscal year 2011. Discussion was held regarding revenue status from last fiscal year and our revenue projection for fiscal year 2012.
2. Inventory control has been updated by using emsCharts. This system will give us better control of our supplies. Ordering will be easier. Danbury Ambulance has been ordering the paramedic supplies. No problems with anything.
3. Mutual Aid Agreements – 3 are still in the hands of the town attorney. One has been signed by the Town so that we can be reimbursed when our paramedic rides on a Nelson Ambulance for ALS support. Ed Walsh noted the remaining contracts need to go to the Town Council for approval. It is unclear why one contract was signed and the others need Council approval.
4. Enterprise Fund – Maria was unable to attend the meeting. She will be requested to attend the September Commission meeting.
5. Narrowband Compliance – A walk through was conducted with Northeastern. No specific proposal has been received by EMS although they have indicated that with changes in technology and the new antenna tower going up, we may be able to enhance the system and be on budget.

6. TEMSA Agreement – it was voted at the last meeting to approve the TEMSA agreement with TEMS. The document was signed by Joseph Rodriguez for the Association and Vi Watson for the Commission. This agreement covers disposition of funds received from public education classes offered by TEMS.
7. Tazer Letter – a letter was sent to all Police Departments from the Sponsor Hospital regarding the protocols for individuals who are tazed. This document indicated the EMS protocols as set by the Sponsor Hospital are to be followed for the protection of all parties. Police officers are required to ride on the ambulance if the patient is restrained by handcuffs and no patient is to ever be transported in the prone position which causes serious medical problems including death.
8. Barbara noted all but one Advanced EMT in the service has received medical control from the Sponsor Hospital. This individual may still work at the EMT level until the application and necessary paperwork has been approved.

New Business:

1. Vehicle Maintenance – Barbara noted no reports are received from the Highway Department regarding vehicle maintenance. A maintenance program was suggested but the Highway Department had another system for keeping track of the information. EMS does keep a log of maintenance requests given to Highway. Barbara was requested to contact Joe Mitri regarding these records. A check sheet was developed for the paramedic vehicle. The paramedics have been requested to check these items on the vehicle. Discussion ensued as to whether it was the responsibility of the Danbury Ambulance paramedics or TEMS. Mike DelVecchio will be contacted regarding this check.
2. Preventive Maintenance for Stretchers – Barbara discussed the need for preventative maintenance for our stretchers and mounting systems. She was approached by a representative from Medpro regarding their program and indicated that our new hydraulic stretchers should be checked periodically to keep them in proper working order. Barbara was requested to contact Fast-Serv to see if they have a program to offer.
3. Purchase of New Ambulance – it is our understanding that a new ambulance will be purchased this fiscal year through the capital improvement bonding done by the Town. Barbara and Mike DelVecchio will be writing up specs to be used for an RFP for the vehicle.
4. Explorer Post – first meeting is scheduled for August 28, 2011 at 7:00pm at TEMS HQ.
5. CEDC Update -- At the meeting held on August 15, 2011, a work session was planned for August 29 to develop an agreement between police, fire and EMS for the dispatch center. It was noted that the fire chiefs are not willing to attend a CEDC meeting until this document has been completed outlining duties and responsibilities of the dispatchers, etc.
6. Special Events – Barbara noted the following: 9/10 Concert; 9/11 Blue Mass and Town Tribute (town is working on a ceremony); 9/24 Fallen Heroes Tribute; 10/1 THSGEMB Band Classic; 10/9 NFD Open House; 10/23 Pumpkin Run. Four out of six are for medical coverage; two are public relations.
7. EMS Audit – Barbara noted that the Chairman of the Board of Finance requested an audit of EMS to review volunteer/paid staffing, revenue, and town coverage. Jim Henderson, the Town Auditor, has been in touch and Barbara has provided several documents for review including volunteer staffing levels, paid staff roster with pay levels, call statistics, Daily Activity Sheets with 911 calls for each shift, mutual aid contracts with AMR and

Nelson (pending as discussed previously) and documents previously provided to the First Selectman and Mrs. Hammers who requested information regarding staffing, call coverage, revenue and potential revenue. Jim was at EMS today to begin the audit.

8. Training – Discussion regarding our application/training process was held. Vi noted that the applications often hit a point where communication between TEMS and the applicant is lacking while we wait for paperwork to be received. At this time, we do not have an official Director of Training. Those responsibilities are undertaken by the Director of Personnel and the Chief. Discussion was held regarding trainer responsibilities, revision of the training packets to be more inclusive and explanatory and more interaction between trainer and trainee when on duty.
9. Barbara requested permission to hire an additional paid staff member. Credentials were discussed but due to lack of a quorum, no vote was taken and action was deferred until the next meeting.
10. Barbara noted grant money is available through a member of our service who is willing to submit the application for us. It was suggested that we request uniforms for our Explorer Post Members. Barbara will follow up with specifics.
11. Barbara noted TEMS members Jayson Barker and Michael Sereno were selected to represent TEMS as part of the movie, “It’s Delicious”, being filmed in Trumbull. They waited 8 hours for 10 minutes of shooting and enjoyed the interaction with the other actors, actresses and film crew. Film is slated to be released late 2011 or early 2012.

Adjournment

There being no further business, the meeting was adjourned at 9:05pm.

Respectfully submitted,

Barbara Crandall
Administrative Assistant

The above minutes are considered a draft until they are approved at the next meeting of the TEMS Commission.

**Agreement Between
Trumbull Emergency Medical Service (TEMS)
and
The Trumbull Emergency Medical Service Association, Incorporated (TEMSA)**

- The Trumbull Emergency Medical Service Association, Inc., (TEMSA) agrees to accept periodic deposits from the Trumbull Emergency Medical Service (TEMS) for use by TEMS for service-related expenses. The majority of these funds will be from income from public education classes offered by TEMS.
- The TEMSA will provide the TEMS chief of service with receipts for all such deposits.
- The TEMSA will not invest these funds; rather, it will deposit them into an FDIC-protected savings account that will be used exclusively for the deposits of TEMS.
- In order to avoid a monthly fee for maintaining a balance below \$500, the TEMSA has deposited \$500 of TEMSA funds into this account, but these funds will continue to belong to TEMSA and they will not be available to TEMS. Therefore, the balance of this account will not go below \$500.
- The TEMS fund balance will be limited to \$5,000. Anything in excess of that amount will be transferred to the TEMSA for its use.
- The TEMS Chief of Service will have the authority to request funds from this account for TEMS purposes (agreed to as such by the TEMSA Board of Directors), up to a maximum of \$1,000 for any single expense. Any requests above \$1,000 will be subject to TEMSA membership approval, as described in the TEMSA by-laws.

Vi Watson
Vi Watson, Chair, TEMS Commission

Date: 8/23/11

Joseph Rodriguez
Joseph Rodriguez, President, TEMSA, Inc.
Date: 8/11/11